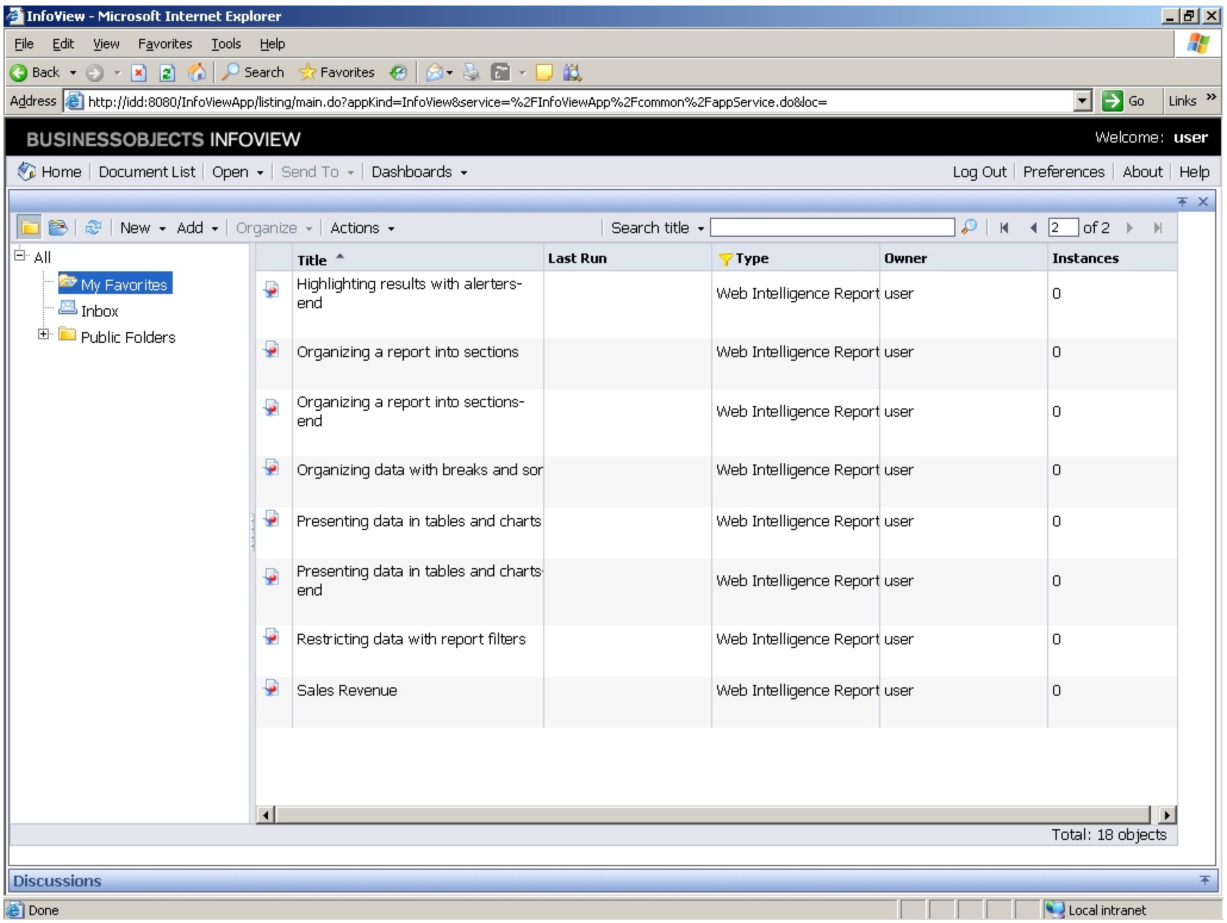
Procedure

1. Start the transaction using the menu path or transaction code.

Using discussions



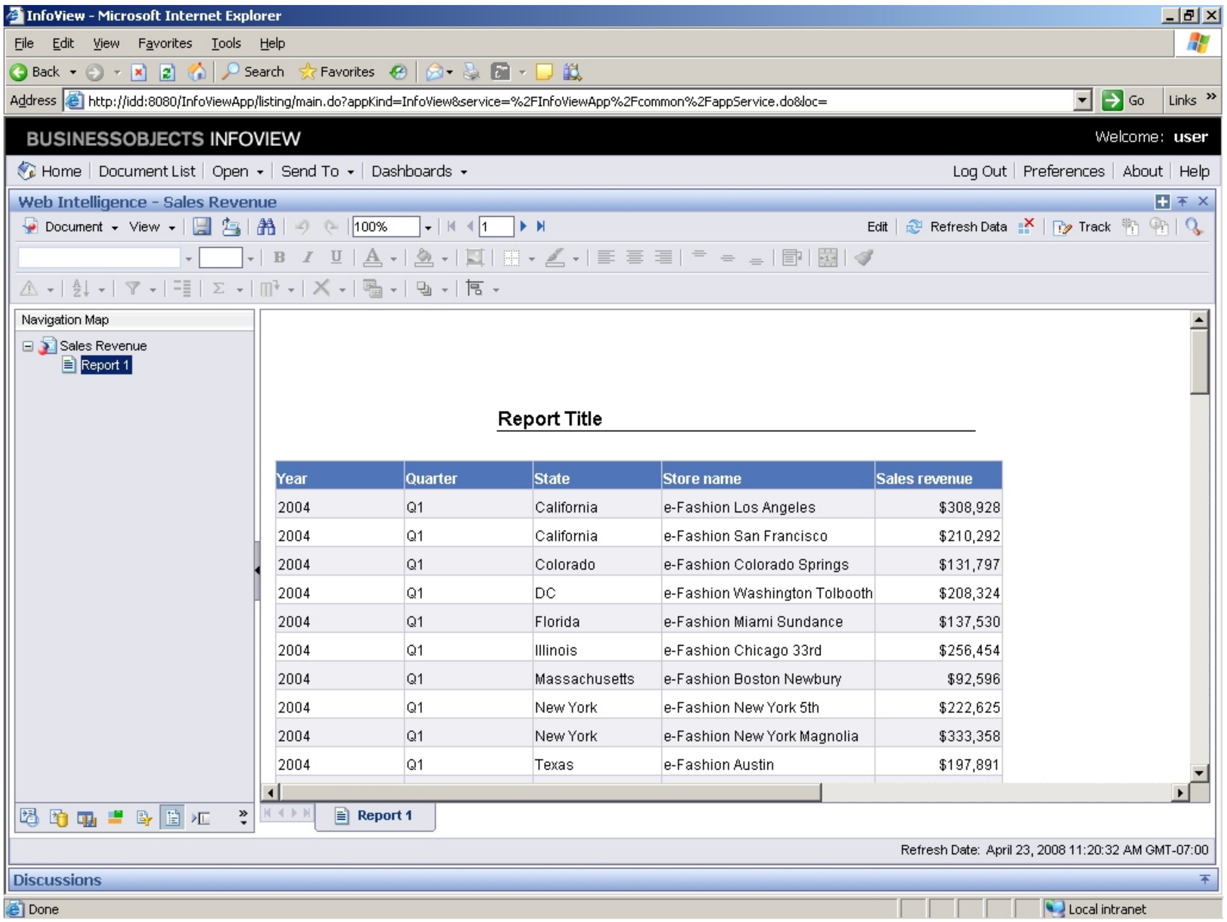
2. Double-click the **Sales Revenue** link.

The Discussions feature enables you to create messages on reports, hyperlinks, programs, and other objects in a folder.

In this example, the user is asking his team suggestions to improve the sales revenues for Colorado.

Note: You must have the appropriate rights for the object to be able to view and create notes. If you are not sure whether or not you have the appropriate rights, contact your System Administrator.

Discussions Toolbar

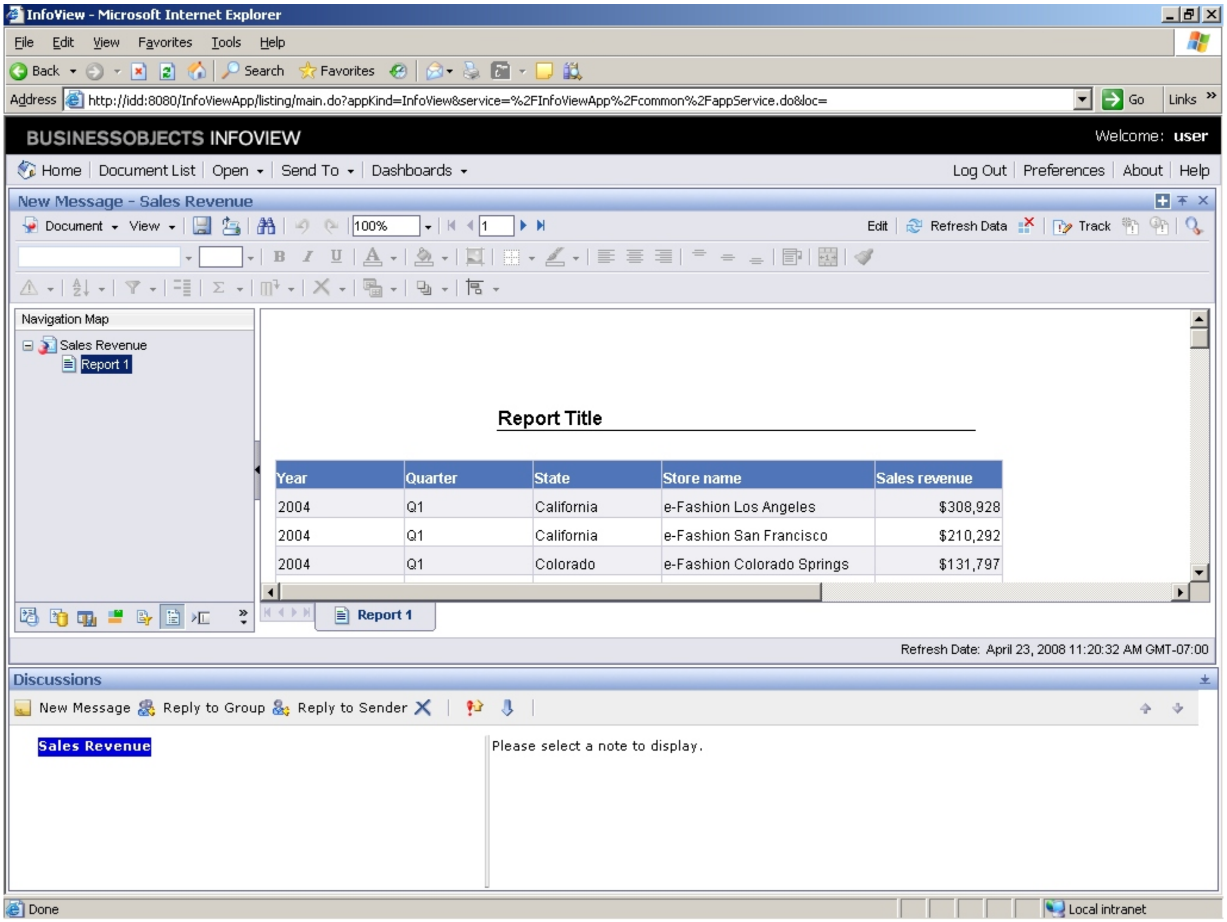


3. Click **expand**.

You can add discussions to any document in the system when you select it from the document list or while you are viewing the document.

The panel appears at the bottom of the InfoView window.

Creating a discussion



4. Click **New Message**.

The Discussions Panel contains the discussion messages and threads. On the left side of the Discussions panel is a browser that shows all the notes that belong to the report. The root node is the title of the report. When a user adds a note, the title of the note appears beneath the title of the report. Users can then add to the note to form a discussion thread.

- Edit messages
- Delete messages
- Tag messages with high or low priority

For this example a new message about the Sales Revenue document will be added.

5. Press [Enter] to continue.

You enter your message into the Message field just as you would with any email client.

Press **[Enter]** to continue.

6. Press **[Enter]** to continue.

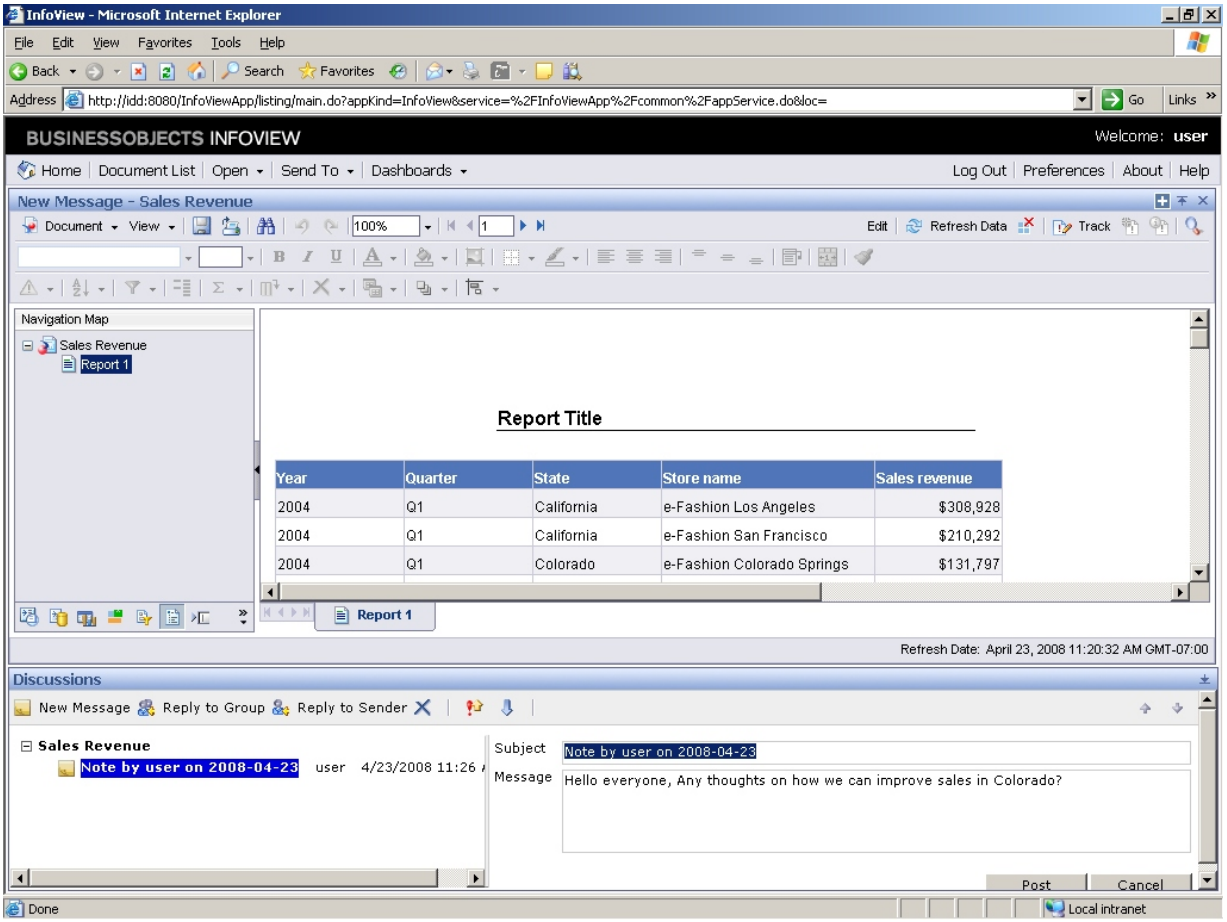
Optionally, you can select to flag your note with High Importance or Low Importance.

Press **[Enter]** to continue.

7. Click **Post**.

After completing your message, use the Post button to submit the message to the Discussions Panel for other users to view.

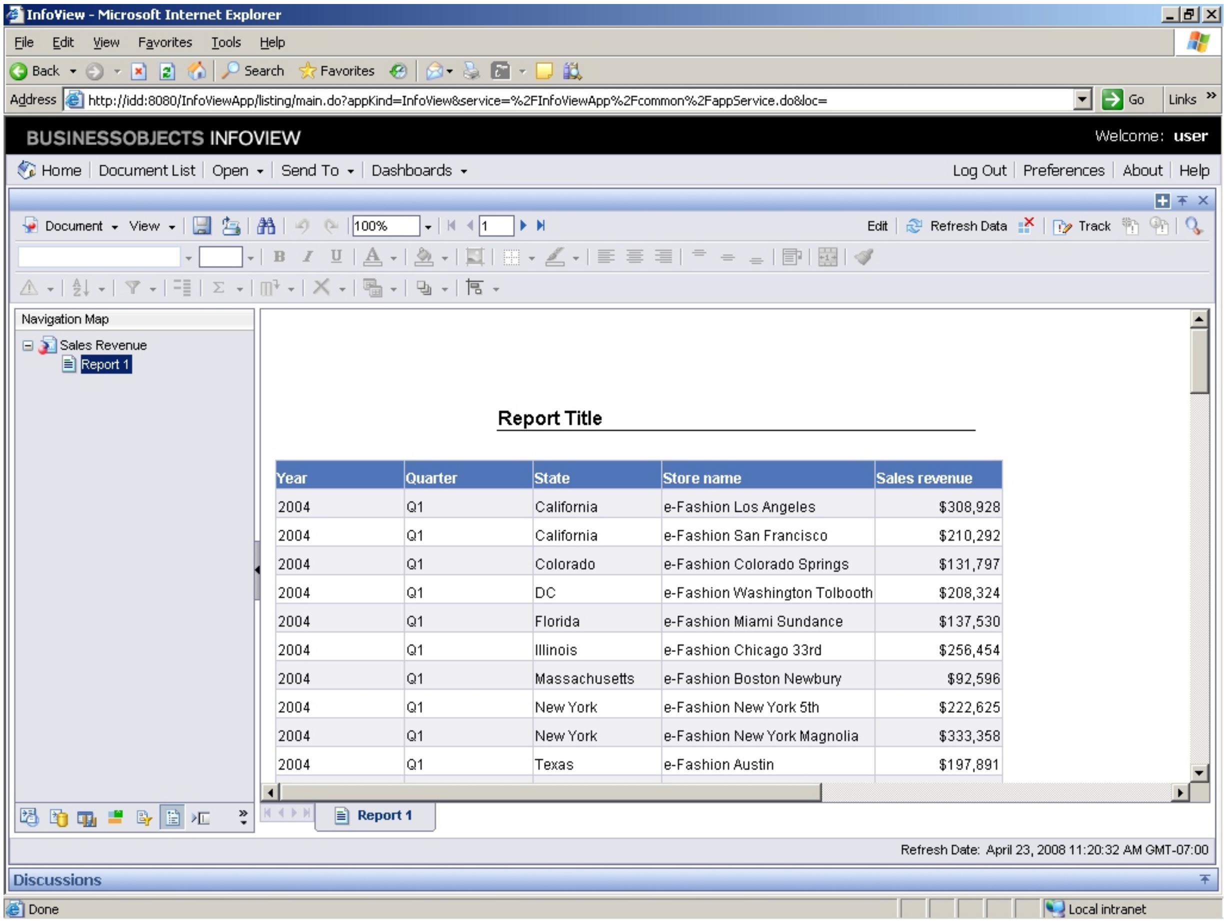
Discussions Toolbar



8. Click **collapse**.

The note appears in the panel to the left. Now collapse the Discussions Panel.

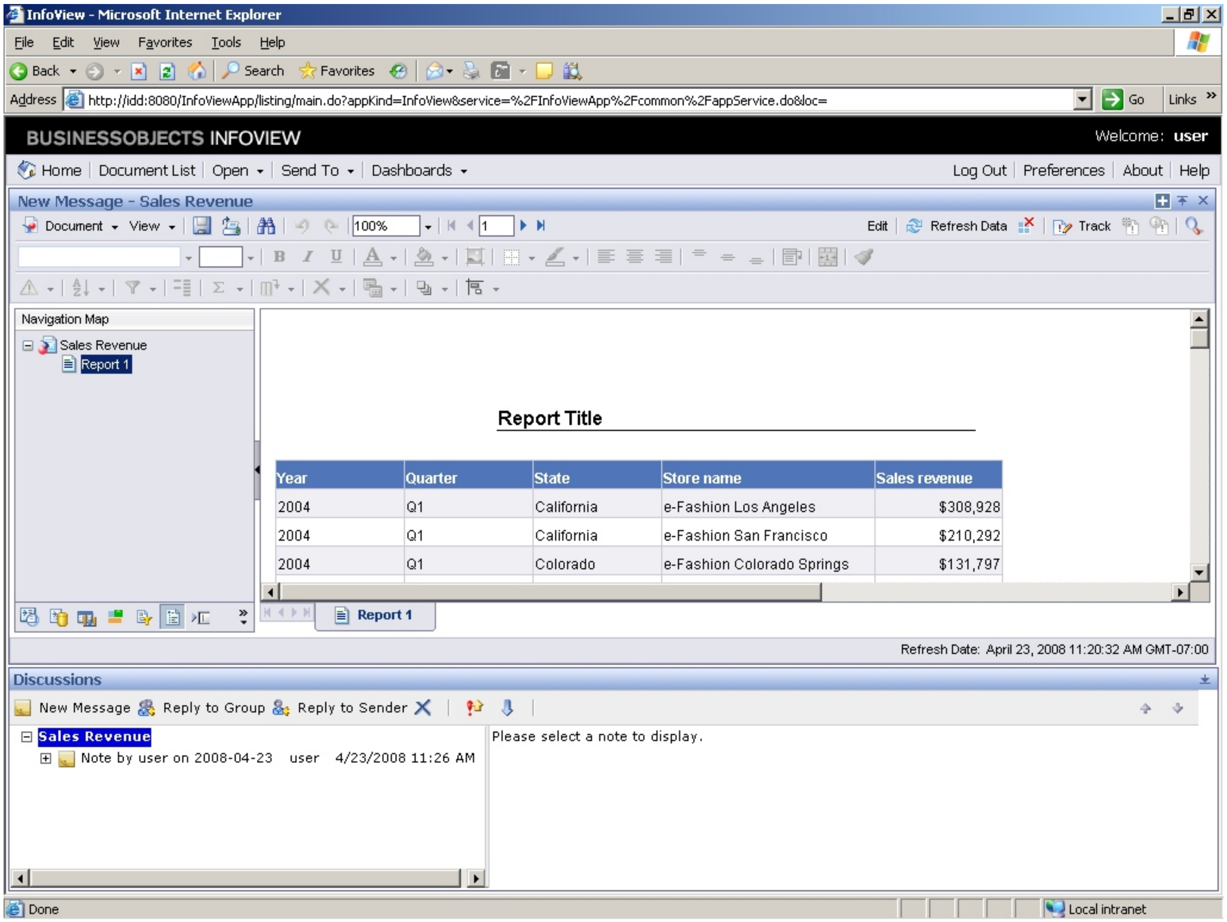
Discussions Toolbar



9. Click **expand**.

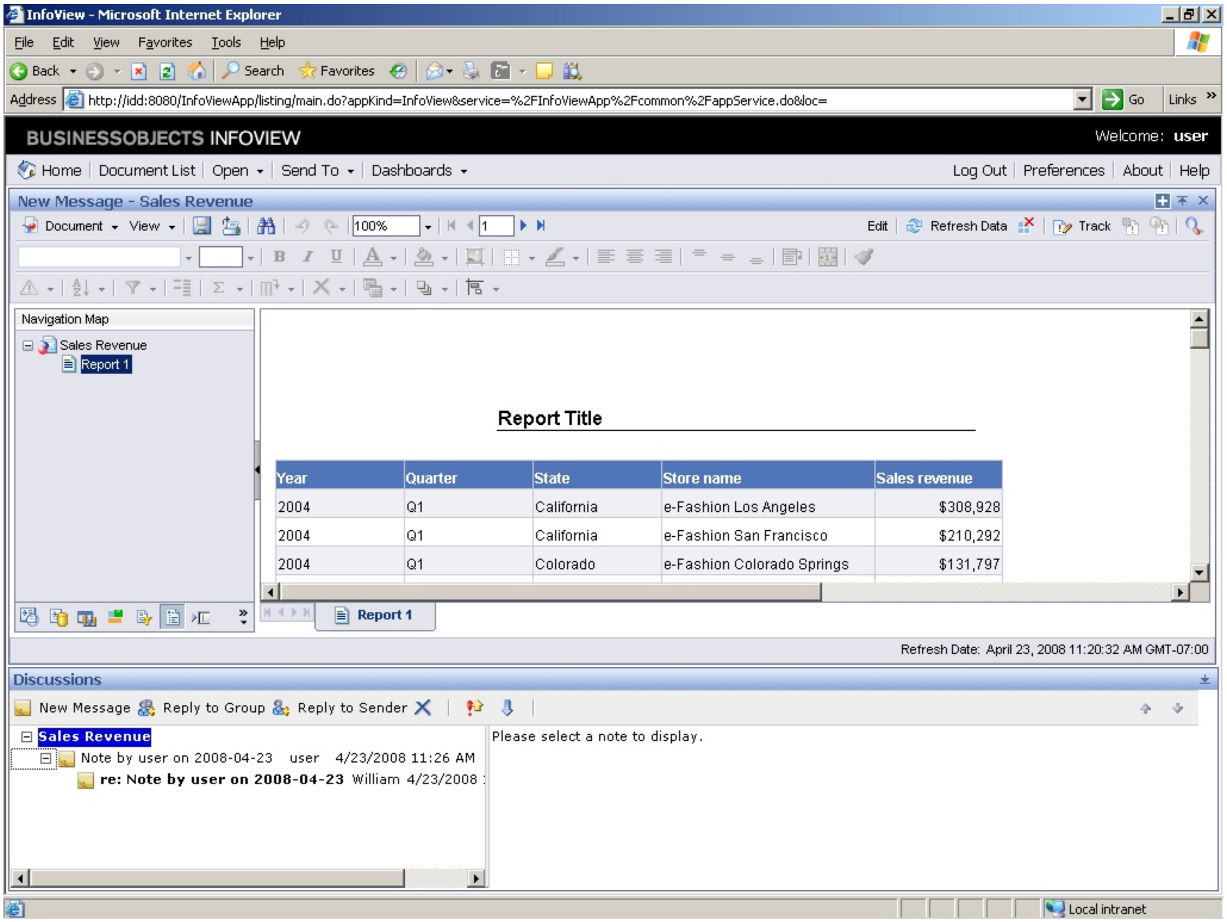
You can check again to see if another message has been added.

Checking for replies



10. Click the + button before the **Note by user** tree item.

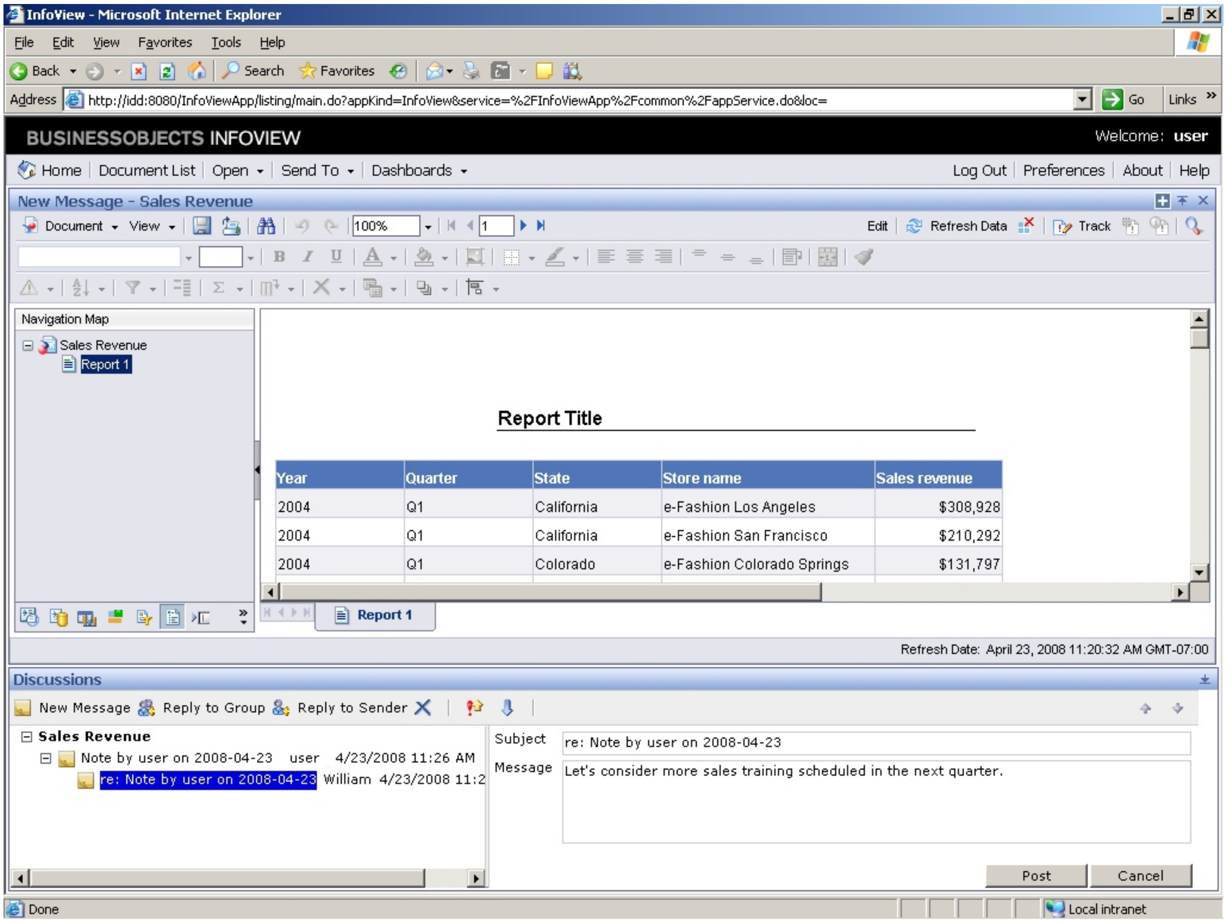
Checking for replies



11. Click the **re: Note by user on 2008-04-23** tree item.

Messages that appear in bold have not yet been read. There is a new reply available from William.

Replying to discussions



12. Click **Reply to Sender**.

William has replied to the message. The message appears in the right pane.

You can post a reply to the entire group or only to the person who posted the note. If you choose Reply to Group, your reply becomes available to everyone who has the right to view the notes that are associated with the object. If you choose Reply to Sender, only the owner of the note receives the message.

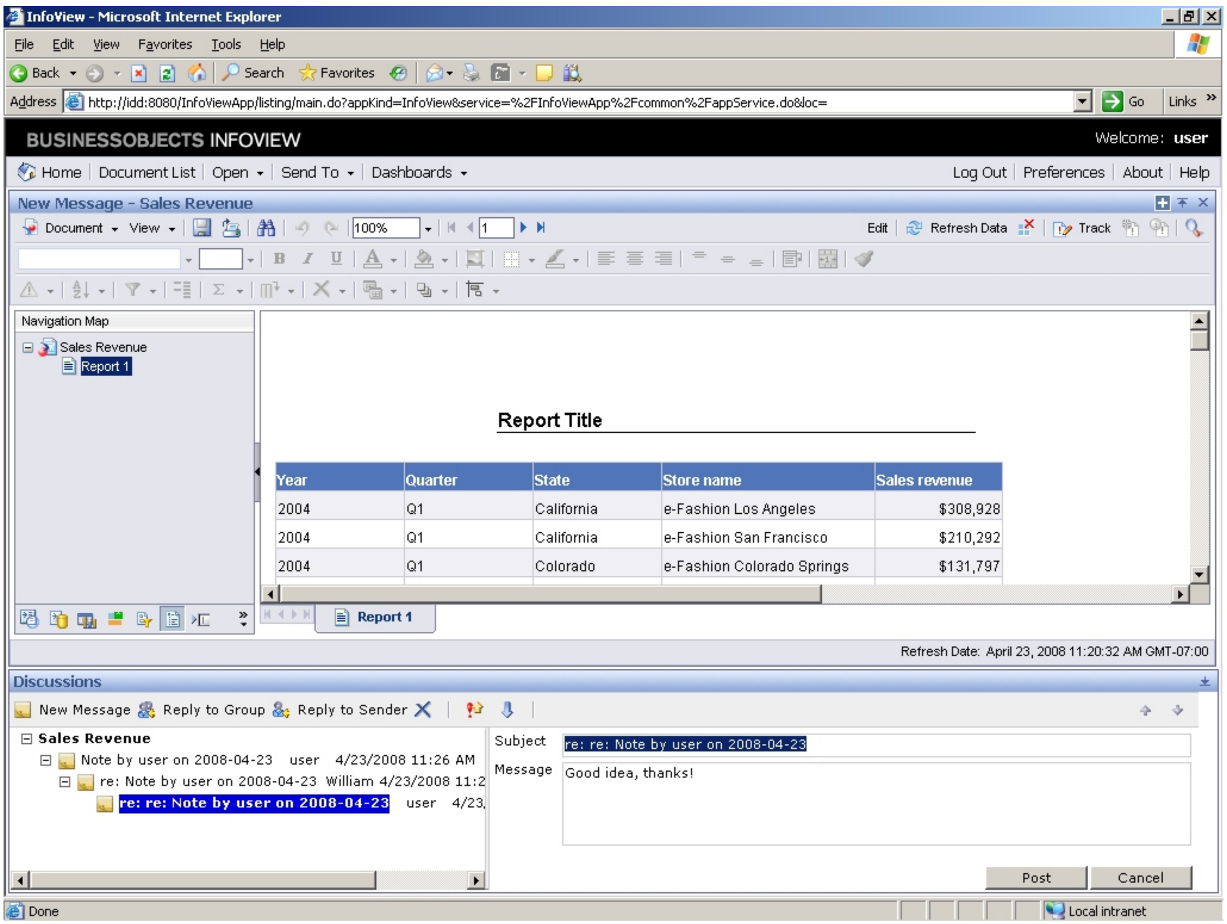
13. Press [Enter] to continue.

You enter your reply into the Message field just as you would with any email client.

Press **[Enter]** to continue.

14. Click **Post**.

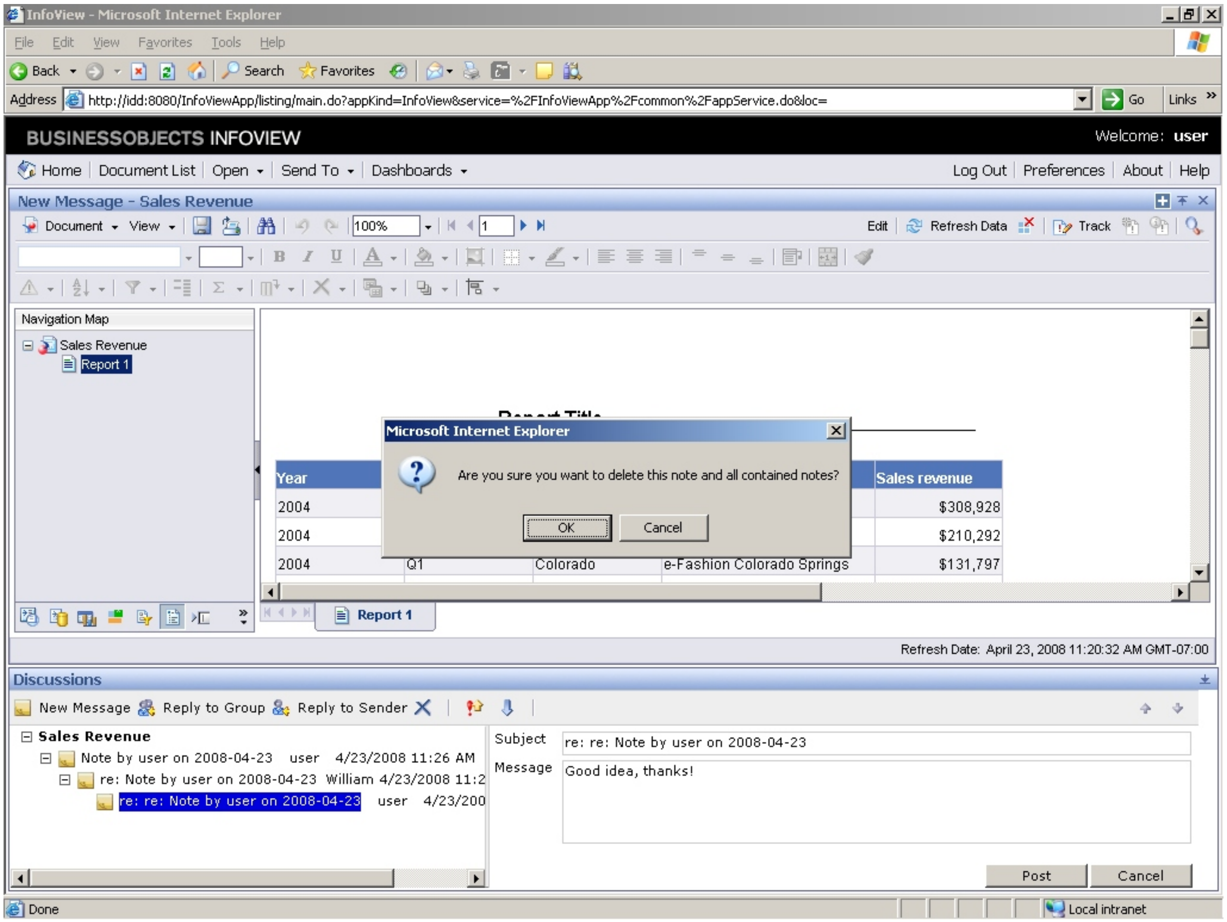
Deleting a reply



15. Click **Delete Message** ✕.

The reply appears in the panel to the left. If you don't want to keep the message you can delete the message.

Deleting a reply



16. Click **OK.**

Confirm the deletion of the message.

17. Press **[Enter]** to continue.

The reply has been deleted from the Discussions Panel.

Press **[Enter]** to continue.

